

Ocean Dunes Building Modification Requests/ Architecture Review Committee

You can submit requests for modification of your unit either using the form that follows or by going online at https://kuester1.formstack.com/forms/ocean_dunes_modification_request.

The following contains some info on the process and schedule.

OCEAN DUNES

MODIFICATION GUIDELINES

(Effective: July 1, 2015, Last Revised: July 26, 2015)

The following explains when approval is required for modifications to your unit by the Ocean Dunes Building Committee and Board of Directors. The review is primarily focused on avoiding modifications that can cause issues with adjoining units based on our past experience and can save you the cost of having to remedy these situations afterwards or repair damage caused to adjoining units or common areas.

Please allow 30 days from the date of final submission of all required information for a modification review. Requests may take more or less time depending on complexity. For emergency situations, please contact the Ocean Dunes office for guidance.

If modifications are started prior to approval or unapproved work is performed, fines may be assessed and/or the Board of Directors may require the modification be removed or altered at owner expense to bring it into compliance.

Approval is required for:

- Any modifications that go beyond the interior wall, ceiling or floor surface within a unit such as altering wiring, plumbing, framing, ducts, ventilation or chimneys
- HVAC cooling capacity upgrades
- Any and all exterior modifications

Approval is NOT required for:

- Modifications that do not go beyond the interior wall, ceiling or floor surface of a unit such as flooring, painting or remodeling that does not change anything interior to the walls, floors or ceiling.
- Interior design selections and finish materials such as paint, flooring, carpet, cabinets, etc.

Review and approval of interior modifications is primarily focused on:

- Avoiding potential interference or cross connection of systems between units
- Avoiding known problem conditions from past experience which may result in damage to adjoining units or cause other issues

Review and approval of exterior modifications is primarily focused on:

- Uniformity with existing building exterior design

Other Important Considerations:

- Ocean Dunes reviewers are not construction experts or building inspectors and are not reviewing for conformance with building codes. For your safety, you should obtain a building permit to get an expert inspection by the town of Kure Beach which ensures that your contractor performs work according to building code. Any work that is later discovered to violate building codes will be the responsibility of the current owner to correct.
- Any modification of building systems within the walls (electrical, plumbing, ductwork, etc) performed by an owner (or prior owner) is the owner's responsibility to maintain and insure. You should review your insurance coverage to be sure that it is adequate to cover any upgrades to your unit.
- All plumbing changes within the walls must be done with copper pipe and soldered connections to avoid potential interruption of building ground causing a serious safety condition.
- **Increasing HVAC cooling capacity will likely cause excessive condensation on the interior ductwork resulting in water damage to your unit or adjoining units that will be your responsibility to remedy.**
- Changes, additions or replacements of windows, exterior doors, storm doors and storm shutters must match the building trim color (currently white).
- See document 'What You Should Know About Condo Insurance' on the Ocean Dunes website for insurance considerations if you are hiring a contractor.

SUBMISSION AND APPROVAL PROCESS

Homeowner:

1. Obtain Application for Modification form from Ocean Dunes website or by contacting Kuester. Request an application by emailing oceandunes@bellsouth.net.
2. **Submit completed Modification application(s) thirty (30) days prior to the scope of work to commence, along with required supporting documents. Contact the Ocean Dunes office for emergency situations.**
3. Other supporting documents may include drawings, list of materials, pictures, contractor proposal, product brochures, makes/models, etc. to fully explain your requested modification.
4. Please submit one project per form unless multiple projects are interrelated (i.e. need to be done together).

Kuester:

1. Review application for completeness.
2. Notify Homeowner of Application status (complete/incomplete). If not complete, Kuester contacts the Homeowner for additional information. Time frame for review does not begin until the application is complete.
3. The completed Application is forwarded to the appropriate Building Committee Member(s).

Building Committee:

1. Reviews the application and supporting documents, if any.
2. The action taken by the Building Committee will vary depending on whether the requested modification conforms with existing guidelines:
 - If the requested modification clearly conforms with existing guidelines, the Building Committee can approve without BOD review and approval.
 - If the modification clearly does not conform with existing guidelines, the Building Committee can reject without BOD review and approval.
 - If the requested modification is unique or otherwise not covered by existing guidelines, the Building Committee provides the BOD, in writing (email acceptable), with the application and supporting documentation along with the committee's recommendation whether the application should be approved as submitted, approved with stipulations, or denied.
3. The Building Committee informs Kuester in writing of the final decision on the application with supporting information regarding stipulations or reasons for denial if applicable.

BOD (Board of Directors):

1. If the Building Committee has requested a decision from the BOD regarding the application, the BOD informs the Building Committee of its final decision to approve, approve with stipulations or deny the application including supporting information regarding stipulations or reasons for denial if applicable.

Kuester:

1. Mail a formal written letter of notification of the Building Committee or BOD's final decision to homeowner.
2. If the application is denied the appeal process is explained in the letter sent to the homeowner.

APPLICATION FOR MODIFICATION

Note: This form must be completed and submitted. Board approval must be received prior to commencing any work. Documentation submitted for review becomes the property of the Ocean Dunes Association. Incomplete Forms will be returned without review.

Name:		Date:	
Unit Number		Home Phone:	
Address:		Cell Phone:	
City/State/Zip:		Email Address:	

Modification Brief Description

Provide a Brief Description/Title of the Project

Modification Type (Check all that Apply)

<p style="text-align: center;">___ Interior</p> <p>___ Walls ___ Ceiling</p> <p>___ Plumbing ___ Electrical</p> <p>___ Cable/Phone Wiring ___ HVAC</p> <p>___ Ducts ___ Fireplace</p> <p>___ (other) _____</p>	<p style="text-align: center;">___ Exterior</p> <p>___ Deck – Ocean Side ___ Deck – Street Side</p> <p>___ Windows ___ Doors or Storm Doors</p> <p>___ Walls ___ Storm Shutters</p> <p>___ Landscaping ___ Carport</p> <p>___ Vents (dryer, exhaust) ___ Carport Closet</p> <p>___ Chimney ___ Cable/Phone/Wiring</p> <p>___ Plumbing ___ (other) _____</p> <p>___ Electrical ___ (other) _____</p>
<p style="text-align: center;">Rooms Affected</p> <p>___ Kitchen ___ Bathroom</p> <p>___ Laundry ___ Living Room</p> <p>___ Bedroom ___ (other) _____</p>	

I understand and agree that no work on this request shall commence until written approval of the Ocean Dunes Board of Directors has been received by the homeowner. I understand that I am solely responsible to comply with all town, county and state regulations and obtain building permits.

Homeowner acknowledges that it may be necessary for members of the Board of Directors and/or their designated representatives to enter the property to make reasonable observation of the requested modification and completed project and hereby agrees to provide such reasonable access.

Neither Ocean Dunes Board of Directors nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of a modification by reason of mistake in judgment, negligence or misfeasance, arising out of any action with respect to any submission. The modification review is directed toward review and approval based on Ocean Dunes guidelines. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this requestor the approval or denial thereof.

It is the homeowner's responsibility to monitor construction and enforce the items of this approval. Alterations in the approved plan are not allowed unless a revised plan has been submitted and received Board approval. Failure to follow the items of this approval will result in an unapproved modification. The homeowner then accepts full responsibility for, at their expense, removing or altering the unapproved modifications in order to bring it into compliance with the approved plan.

Approval expires in 180 days if work has not been completed.

Homeowner's Signature _____ Date _____

Homeowner's Signature _____ Date _____

(All owners must sign)

Mail to: 1 Neptune Place, Kure Beach, NC 28449

or

Email to: oceandunes@bellsouth.net.

Please check which method you prefer for immediate contact: phone email

FOR BOD and BUILDING COMMITTEE USEONLY:

Date Received _____ By Kuester Complete Incomplete

Date Returned To Homeowner (if incomplete)

Date Received _____ By Building Committee

Date Received By Board of Directors

Approved Denied Date _____

By:

Name

Signature

If denied, reason for denial: